

**Can we extend the submission due date?**

- Yes. The new deadline for submissions is March 23<sup>rd</sup> at 16.00.

**What if we cannot accommodate up to 500 people in a Banquet Hall?**

- Specify your capacity in your proposal, regardless of whether that reaches 500 pax.

**Will you allow us to use multiple hotels in our contract?**

- Yes, but all hotels must be listed in your proposal and all hotels must meet all of the criteria in the proposal. For example, All hotels must be compliant with all FAR clauses in the property and you must be able to demonstrate that.

**What does 250 rooms vs. 300 room nights mean?**

- 250 rooms is in regards to number of rooms we estimate, regardless of number of nights spent in those rooms. 300 room nights is in regards to number of nights we estimate, regardless of number of rooms occupied. The prerequisite behind these numbers is that we estimate most of our visitors to spend one night per occasion.

**Will having covered equipment exclude us? What if we have a plan to remove covered equipment?**

- Not necessarily. If you use covered equipment, you must provide us with a comprehensive explanation as required in the regulation. That information will inform our ability to conduct business with your property.

**How many references should we provide?**

- A minimum of one is required. However, we encourage you to provide as many as you believe is necessary to demonstrate your ability to perform the contract.

**Are rooms subject to availability?**

- Yes.

**How do we handle Check-in and Check-out times if we cannot accommodate the 1600 request?**

- Specify the check-in and check-out times you can accommodate in your proposal.

**What do we include in the 'PRICE PROPOSAL'?**

- Base and option year total, inclusive of VAT.

**What do we include in the "TECHNICAL PROPOSAL"?**

- All of our requirements that we require in the work statement, plus any that we have not specified, if applicable.

**Where are the criteria for the Technical Proposal found?**

- In the work statement, Section 1.

**Do I need to sign the CLAUSES section?**

- No. However, you must stamp and sign the certifications page.

**What goes in Block 12 of the SF-1449?**

- If special discounts are applicable for prompt payment, enter that information here. If not, leave blank.

**What goes in block 26 of the SF-1449?**

- Total price = base + option year, inclusive of VAT

**What do we do if we don't have a banquet hall?**

- State this in your proposal.

**How to we calculate the total contract price?**

- Base + Option Year, inclusive of VAT

**Will you award a contract to more than one hotel?**

- We reserve the right to issue multiple awards if it is deemed in the best interest of the U.S. Government.

**Are the quantities listed in the contract guaranteed?**

- No, all quantities listed in the contract are estimations

**How do I register in the System for Award Management?**

- See preproposal conference PowerPoint or follow this link for instructions:  
<https://sam.gov/SAM/pages/public/help/samInternationalUserGuide.jsf>.

**Where do I find my DUNNS number and NCAGE number?**

- Your DUNS and NCAGE numbers will be generated once you've registered with SAM.

**Will you provide a copy of this presentation?**

- Yes.

**If we cannot fulfill technical requirements, how do we best express that in the submission?**

- State this in your technical proposal.

**In the column "price per room", section 1 §III, should the rate be excluding VAT?**

- Yes.

**In the column "applicable taxes", section 1 §III, do you want a percentage of the amount for all 300 room nights?**

- Yes

**In the subtotal, do you want the total amount excluding VAT?**

- Inclusive of VAT

**To submit a proposal we need to do the following: fill out blocks 12, 17, 23, 24 and 30 in the SF1449 solicitation, sign the document and email to [STKGSOContracts@state.gov](mailto:STKGSOContracts@state.gov).**

- Yes, along with your technical proposal. Your submission should consist of the filled in RFQ, and a separate document with your technical proposal. Your technical proposal should consist of you confirming or denying that you are able to meet all of our required criteria, and specify any discrepancies. There's no specific format for the technical proposal.

**For block 17 the SF1449 solicitation we fill in our official organization name and in 17b. our organization number.**

- Yes

**For block 23 in the SF1449, 'unit price', we have different unit prices per item: Deluxe Single, Deluxe Double, Long-Stay, Suite, etc. What unit price should we list here?**

- The total average.

**For block 24 in the SF1449, should the amount in 'Grand Total for Base + Option Year' equal to Section 1, 'the schedule', under III pricing?**

- Yes, those two amounts should be the same

**Section 1 III: It states VAT is not included in the CLIN rates. What are CLIN rates? Normally we include the 12% VAT in our contracted room rates. VAT is clearly stated on the invoice.**

- State that the price inc VAT

**Should we write the 'price per room per night' with or without VAT in the overview table for base and option year?**

- Exclude VAT. Add VAT under the column 'applicable taxes'.

**Room hire is taxed at 25% for conference bookings, but 12% if a conference/banquet room is booked in conjunction with only F&B, i.e. dinners, cocktails. Therefore the VATs for these are different in the overview.**

- Good point. That's why VAT is in a different column.

**As there are special regulations in place now from the Swedish government due to COVID-19, we have actually decreased our maximum capacities for certain conference venues. Should we base the information on our regular capacities or current capacities with government regulations?**

- Base the information on regular capacities and specify COVID-19 regulations in your technical proposal.

**By signing the SF1449 we agree to all the yellow highlighted 'X' in Section 2 of contract clauses, is this correct? All other non-highlighted clauses in Section 2 do not apply?**

- All clauses apply

**For ‘Additional information as required in Section 4’, is this in regards to being able to provide financial statements and past performance? Where do we submit this information? We have worked several years with the U.S. Embassy Stockholm and have a very good relationship in place already. Is this not sufficient? Do we still need to state references in the submission?**

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**Section 5: ‘Representations and certifications’ clauses 52.204.24-26. If we’ve already signed the NDAA, do we need to provide any additional information in the submission in regards to this?**

- No, you accept the representations and certifications by signing the contract.

**What do you mean by ‘technical proposal’? Shall we also send you our regular contract that we normally operate by?**

- Your submission should consist of the filled in RFQ, and a separate document with your technical proposal. Your technical proposal should consist of you confirming or denying that you are able to meet all of our required criteria, and specify any discrepancies. There’s no specific format for the technical proposal.

**Electronic submissions of all documents are accepted and submitted to [STKGSOContracts@state.gov](mailto:STKGSOContracts@state.gov).**

- Yes.